

TO: All GLAD Lay Delegates
FROM: Loyal B. Charles, GLAD Lay Rep
RE: Enclosed Lay Delegate Handbook
DATE: March 28, 1988

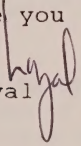
Enclosed you will find part one of your Lay Delegate Handbook. this is your handbook for as long as you are the delegate representing your church. Please take care to pass this along to your successor, or to your alternate delegate, in case that you cannot attend a particular conference.

I will be distributing the second part of this handbook at our Spring conference in Charleston. If you have read your conference materials, you have read that I will be presenting a workshop on Saturday afternoon, and it will be at this workshop that I will be distributing part two. I realize that my workshop is scheduled at a time when there are several other workshops, so I had to devise some means to insure that at least a few of you attend MY workshop. If you choose not to attend my workshop, or are unable to attend my workshop, I will forward part two to you afterwards.

You will also notice attached to this is a pre-addressed, stamped post card for you to complete and send back to me acknowledging that you have indeed received this handbook. Please do so immediately.

Please also note that NOT ONE PENNY of district money has been spent to purchase any of the materials for this handbook. I tell you this only to let you be aware that this was something that I decided was important for all of the Lay Delegates to possess, and so I saw that it was done.

See you in Charleston,

Loyal 

BY-LAW CHANGES

- 1) In the following Articles, replace the words "worship coordinator" with "pastoral leader".

Article III.C.2. (page 3, line 27)

Article IV.A.2.c.2. (page 5, line 1)

Article IV.A.2.e.2. (page 5, line 26-27)

Article IV.B.2.c.2. (page 8, line 5)

- 2) Amend the By-law by adding the following paragraph to Article XII.C. (page 26, line 40):

COMPLIANCE WITH NATIONAL LAWS

If UFMCC By-laws are not in compliance with national laws, the General Council may approve revisions to these By-laws applicable to church bodies within such national boundaries.

- 3) Amend the By-law by adding the words "and the District Conference" to Article VI.A.2. (page 21, line 27).

- 4) Amend the By-law by deleting the words "and Senior Chaplain of Spiritual Life and Clergy Care Center..." in Article V.B.2.b. (page 10, line 35-36).

ST-100 CHANGES

1. The following changes are required for the "ST-100" and "ST-100A" with "ST-100" being:

Article 1.1.1. (Page 1, line 17)

Article 1.1.2. (Page 2, line 1)

Article 1.1.3. (Page 2, line 24-25)

Article 1.1.4. (Page 2, line 2)

2. Amend the ST-100 by adding the following paragraph to Article 1.1.1. (Page 1, line 17):

ST-100A WITH ST-100A

3. Amend the ST-100 and ST-100A with the following paragraph to Article 1.1.1. (Page 1, line 17):

4. Amend the ST-100 and ST-100A with the following paragraph to Article 1.1.1. (Page 1, line 17):

5. Amend the ST-100 and ST-100A with the following paragraph to Article 1.1.1. (Page 1, line 17):

The a-b-c's of

PARLIAMENTARY PROCEDURE



WHAT IS PARLIAMENTARY PROCEDURE ?



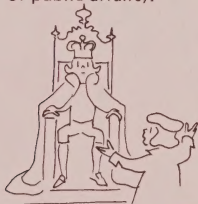
It's a
SET OF RULES
for conduct at
meetings.

It allows **EVERYONE**
to be heard and to
make decisions...
without confusion!

Parliamentary procedure has a **LONG HISTORY**

IT ORIGINATED

in the early English
Parliaments (discussions
of public affairs).



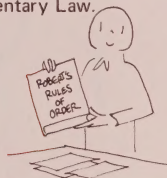
IT CAME TO AMERICA

with the first settlers.



IT BECAME UNIFORM

in 1876, when Henry
M. Robert published
his manual on Parlia-
mentary Law.



Today...

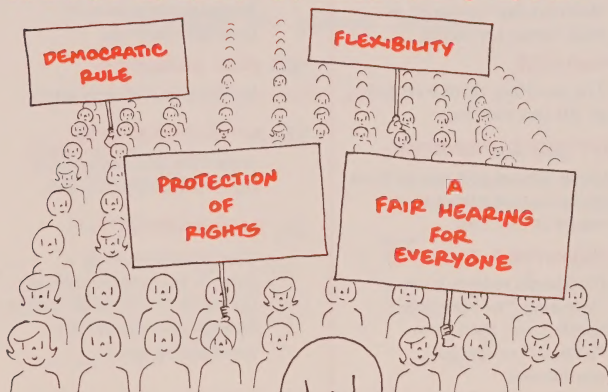
ROBERT'S RULES OF ORDER
NEWLY REVISED is the basic handbook
of operation for most clubs, organizations
and other groups.



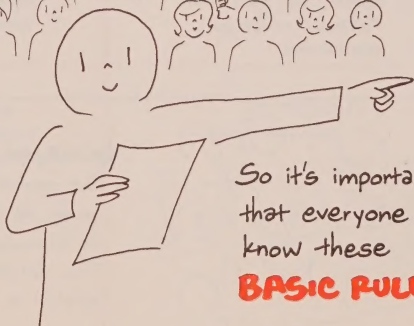
Because--
it's a time-tested
method of conducting
business at meetings
and public gatherings.

**WHY is
parliamentary
procedure
IMPORTANT
?**

PARLIAMENTARY PROCEDURE MEANS:



...it can be
adapted to fit
the needs of any
organization.



So it's important
that everyone
know these

BASIC RULES!

Organizations using parliamentary procedure usually follow a fixed

AGENDA.

Here's a typical example



I. CALL TO ORDER

The chairperson says,
"The meeting will please
come to order."

II. ROLL CALL

Members say "present" as
their names are called.

III. MINUTES

The secretary reads a record
of the last meeting.

IV. OFFICERS' REPORTS

Often limited to a report from
treasurer, but others may
report at this time.

V. COMMITTEE REPORTS

First come reports from
"standing," or permanent
committees; then from
"ad hoc," or special
committees.

VI. SPECIAL ORDERS

Important business
previously designated for
consideration at this meeting.

VII. UNFINISHED BUSINESS

Business left over from
previous meetings.

VIII. NEW BUSINESS

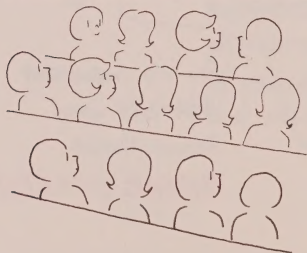
Introduction of new topics.

IX. ANNOUNCEMENTS

Informing the assembly of
other subjects and events.

X. ADJOURNMENT

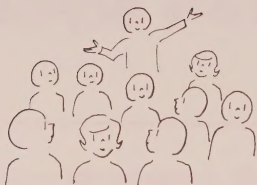
The meeting ends by a
vote, or by general consent
(or by chair's decision if time
of adjournment was pre-
arranged by vote).



QUORUM...

The number of members that
must be present for business
to be conducted legally.

The actual number is usually
stated in the bylaws.



BUT...
HOW DO MEMBERS
GET THEIR SAY
?

THEY MAKE MOTIONS!

A motion is a proposal that the assembly **TAKE A STAND** or **TAKE ACTION** on some issue.

Members can:

PRESENT motions

(make a proposal)



SECOND motions

(express support for discussion of another member's motion.)



DEBATE motions

(give opinions on the motion)



VOTE on motions

(make a decision)



There are



4 GENERAL

① MAIN motions

introduce subjects to the assembly for its consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions.

FOR EXAMPLE--



② SUBSIDIARY motions

change or affect how the main motion is handled (voted on before the main motion).

FOR EXAMPLE--



Some QUESTIONS

IS IT IN ORDER?

Your motion must relate to the business at hand, and be presented at the right time. It must not be obstructive, frivolous or against the bylaws.

MAY I INTERRUPT THE SPEAKER?

Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.

DO I NEED A SECOND?

Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question which interests only one person.

IS IT DEBATABLE?

Parliamentary procedure guards the right to free and full debate on most motions. Some privileged and incidental motions are not debatable.

TYPES OF MOTIONS

③ PRIVILEGED motions

are most urgent . . . about special or important matters not related to pending business.

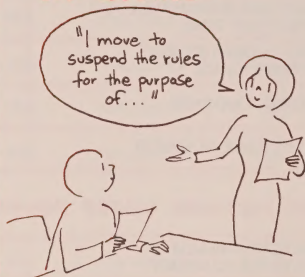
FOR EXAMPLE--



④ INCIDENTAL motions

are questions of procedure that arise out of other motions . . . must be considered before the other motion.

FOR EXAMPLE--



relating to MOTIONS

CAN IT BE AMENDED?

Some motions can be altered by striking out, inserting, or both at once. Amendments must relate to subject as presented in the main motion.

CAN IT BE RECONSIDERED?

Some motions can be redebated and revoted to give members a chance to change their minds. The move to reconsider must come from the winning side.

WHAT VOTE IS NEEDED?

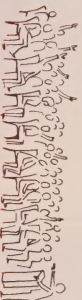
Most require only a majority vote but motions concerning the rights of the assembly or its members need a 2/3 vote to be adopted.



The table on pages 8 and 9 answers these questions for some common motions.

PARLIAMENTARY PROCEDURE

...at a glance



Here are some motions you might make, how to make them, and what to expect of the rules.

TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER?	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
ADJOURN MEETING	"I move that we adjourn"	NO	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	"I move that we recess for..."	NO	YES	NO	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	"I rise to a question of privilege"	YES	NO	NO	NO	NO VOTE	NO (usually)
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	"I move to table the motion"	NO	YES	NO	NO	MAJORITY	NO
END DEBATE AND AMENDMENTS	"I move the previous question"	NO	YES	NO	NO	2/3	NO ①
POSTPONE DISCUSSION FOR A CERTAIN TIME	"I move to postpone the discussion until..."	NO	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	"I move to refer the matter to committee"	NO	YES	YES	YES	MAJORITY	YES ②
AMEND A MOTION	"I move to amend the motion by..."	NO	YES	YES ③	YES	MAJORITY	YES
INTRODUCE BUSINESS	"I move that..."	NO	YES	YES	YES	MAJORITY	YES

THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE... BELOW THERE IS NO ORDER...

PROTEST BREACH OF RULES OR CONDUCT	"I rise to a point of order."	YES	NO	NO	NO	NO VOTE ④	NO
VOTE ON A RULING OF THE CHAIR	"I appeal from the chair's decision"	YES	YES	YES	NO	MAJORITY ⑤	YES
SUSPEND RULES TEMPORARILY	"I move to suspend the rules so that..."	NO	YES	NO	NO	2/3	NO
AVOID CONSIDERING AN IMPROPER MATTER	"I object to consideration of this motion"	YES	NO	NO	NO	2/3 ⑥	— ⑦
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	"I call for a division"	YES	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	"Point of information"	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	"I move to take from the table..."	NO	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	"I move to reconsider the vote on..."	YES	YES	— ⑧	NO	MAJORITY	NO

NOTES:

- ① Unless vote on question is not yet taken.
- ② Unless the committee has already taken up the subject.
- ③ Only if the motion to be amended is debatable.
- ④ Except in doubtful cases.
- ⑤ A majority vote in negative needed to reverse ruling of chair.
- ⑥ A 2/3 vote in negative needed to prevent consideration of main motion.
- ⑦ Only if the main question or motion was not, in fact, considered.
- ⑧ Only if motion is debatable.

How do I present my motion ?

Here's what to do
when it's your turn
to speak...



① OBTAIN THE FLOOR

- Wait until the last speaker is finished.
- Rise and address the chair.
Say, "Mr. (or Madam) Chairperson" or "Mr. (or Madam) President."
- Give your name. The chair will recognize you by repeating it.

② MAKE YOUR MOTION

- Speak clearly and concisely.
- State your motion affirmatively.
Say, "I move that we . . ." instead of "I move that we do not . . ."
- Avoid personalities and stay on the subject.



3 WAIT FOR A SECOND

- Another member will say, "I second the motion."
- Or the chair will call for a second.
- If there is no second, your motion will not be considered.



4 CHAIR STATES YOUR MOTION

The chairperson must say, "It is moved and seconded that we . . .

After this happens, debate or voting can occur.

Your motion is now "assembly property" and you can't change it without consent of the members.



5 EXPAND ON YOUR MOTION

- Mover is allowed to speak first.
- Direct all comments to the chairman.
- Keep to the time limit for speaking.
- You may speak again after all other speakers are finished.
- You may speak a third time by a motion to suspend the rules with a 2/3 vote.



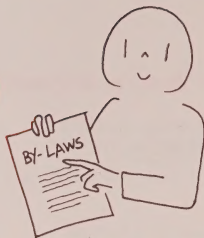
6 PUTTING THE QUESTION

- The chairperson asks, "Are you ready for the question?"
- If there is no more discussion, a vote is taken. The chairperson announces the results.
- Or motion for previous question may be adopted.



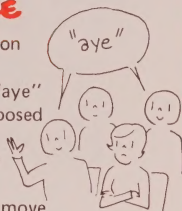
The method of **VOTE ON A MOTION**

depends on the SITUATION
and on the laws of
your organization.



BY VOICE

The chairperson asks those in favor to say "aye" and those opposed to say "no." (For majority votes only.) Member may move for exact count.



BY SHOW OF HANDS

Members raise their hands as sight verification of or alternative to a voice vote. It does not require a count. Member may move for exact count.



BY ROLL CALL

If a record of each person's vote is needed, each member answers "yes," "no" or "present" (indicating the choice not to vote) as his or her name is called.



BY BALLOT

Members write their vote on a slip of paper.

Done when secrecy is desired.

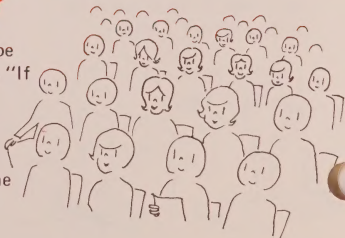


BY GENERAL CONSENT

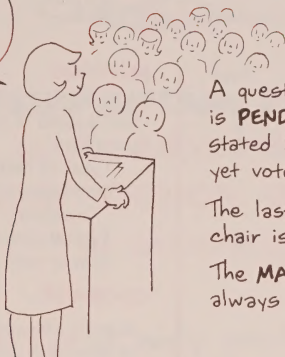
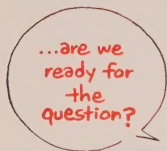
When a motion isn't likely to be opposed, the chairperson says, "If there is no objection . . ."

Members show agreement by their silence.

If someone says, "I object," the matter must be put to a vote.



...more about VOTING



A question (motion) is **PENDING** when it has been stated by the chair but not yet voted on.

The last motion stated by the chair is the first pending.

The **MAIN MOTION** is always the last voted on.

A motion to

TABLE

(lay on the table)

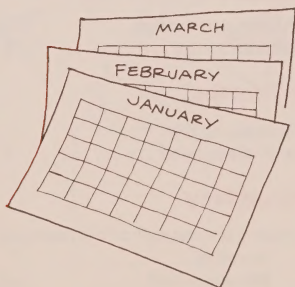
This motion is used to lay something aside temporarily to take care of a more urgent matter. There is always the option to "take from the table" any motion for reconsideration by the assembly.



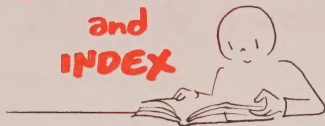
A motion to

POSTPONE INDEFINITELY

This is parliamentary strategy -- allows members to dispose of a motion without making a decision for or against. It is useful in case of badly chosen main motion for which either "yes" or "no" vote would have undesirable consequences.



GLOSSARY and INDEX



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- Members' right 5
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- In voting 7
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ROBERT'S RULES OF ORDER NEWLY REVISED

- Manual of procedure for non-legislative assemblies . . . 2

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VOTING

- Means by which motions are accepted or rejected by the assembly
- Members' right 5
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Soo--

PARLIAMENTARY PROCEDURE
is the BEST WAY to
GET THINGS DONE
at meetings

BUT-- it only works if **YOU**
use it right !

- ✓ **MAKE MOTIONS** that are in order
- ✓ **OBTAIN THE FLOOR** properly
- ✓ **SPEAK** clearly and concisely
- ✓ **OBEY** the rules of debate

... and most of all,
BE COURTEOUS







STANDARD OPERATING PROCEDURES

GULF LOWER ATLANTIC DISTRICT

OF THE UNIVERSAL FELLOWSHIP OF METROPOLITAN COMMUNITY CHURCHES

ARTICLE I. NAME AND BOUNDARIES

- A. The name of this body shall be the Gulf Lower Atlantic District of the Universal Fellowship of Metropolitan Community Churches. The Gulf Lower Atlantic District hereinafter called "the District" exists under the provisions of the by-laws of the Universal Fellowship of Metropolitan Community Churches, hereinafter called "UFMCC". The UFMCC by-laws shall govern these Standard Operating Procedures and all actions taken by the District or its officers.
- B. The District shall comprise the states of Alabama, Georgia, Mississippi, North Carolina, South Carolina, and Tennessee. Action of the General Conference of UFMCC or the General Council of UFMCC affecting the boundaries of this District shall automatically amend this section without specific District action.

ARTICLE II. PURPOSE

- A. The purpose of this District is to encourage Christian fellowship and mutual cooperation, to enable and empower Christian ministry within our jurisdiction through the member congregations and bodies, and other objectives as set forth in the UFMCC By-Laws. (Article V C)

ARTICLE III. DOCTRINE, SACRAMENTS, AND RITES

- A. The doctrine, sacraments, and rites of this District shall be those of UFMCC as stated in the UFMCC by-laws. (Article III)

ARTICLE IV. MINISTRY

This District affirms the universal priesthood of all believers (I Peter 2:5-10). All members of the Church are called by God to a ministry of the Gospel of Christ in the Church and in the world. (UFMCC By-laws, Article IV)

A. Clergy

1. Clergy are those called by God, authorized and legally recognized by UFMCC to serve among the people as professional ministers of the Word and Sacraments.
2. This District recognizes the right of UFMCC to determine procedural matters and standards pertaining to the responsibilities, qualifications, credentials, and

discipline of UFMCC clergy as specified in the UFMCC By-laws. (Article IV B)

B. Pastor

1. The pastor is that person responsible for the duties of teacher, preacher, spiritual leader, and counselor within a local church congregation.
2. Local chartered churches and local commissioned churches elect a pastor. It would be encouraged that a local commissioned church seek the assistance of the District Coordinator in securing a pastor. The pastor of a commissioned church must be approved by the District Coordinator and by the District Committee.
3. Pastors must be credentialed clergy in UFMCC unless an exception is made by the District Committee. Exceptions will be approved for no more than one year at which time the District Committee will review the status. At the time of approval a covenant will be established between the applicant, local church and the District Committee.
4. This District recognizes the right of UFMCC to determine procedural matters and standards pertaining to the qualifications, responsibilities, and termination of service of pastors as specified in the UFMCC By-laws. (Article V B 2)

C. Student Clergy

1. Student Clergy are those who feel called by God to prepare to serve among the people as professional ministers of the Word and Sacrament. For a limited time they may serve in this position to test their call and to develop needed skills.
2. This District recognizes the right of UFMCC to determine procedural matters and standards pertaining to the responsibilities, qualifications, appointments, training and discipline of student clergy as specified in the UFMCC By-laws. (Article IV B 2).
3. A copy of The Clergy Credentials and Concerns Committee student clergy registration must be forwarded to the District Coordinator by student clergy upon approval by the appointing authority.
4. If the need arises the District Coordinator may request student clergy to serve for district work. This request is subject to approval of the appointing authority and the Church Leadership Committee and the District Committee. (UFMCC By-laws, Article IV B 2 f)

D. Deacon

If the need arises the District Coordinator may request a deacon to serve for district work. This request is subject to approval of the appointing authority and the District Committee. (UFMCC By-laws, Article IV A 2 f)

ARTICLE V. GOVERNMENT AND OFFICERS

The government of this District is vested in its District Conference which exerts the right to control all of its affairs subject to these Standard Operating Procedures and the By-laws of UFMCC.

A. Church Leadership Committee

1. The Church Leadership Committee's purpose is to act in an advisory capacity to the District Committee.
2. The Church Leadership Committee shall be composed of a pastor from each church.
3. The chief items that this committee will address/discuss will be deaconate and student clergy appointees, and in-coming pastoral applicants of non-chartered churches. These recommendations forthcoming will be given to the District Committee.
4. The Church Leadership Committee shall meet immediately (not more than one week) prior to each District Conference in the city where the District Conference is to be held.
5. The District Coordinator shall serve as Moderator and the District Clerk will record the minutes and provide pertinent information to the District Committee.
6. The Church Leadership Committee shall be empowered to make recommendations to the District Conference floor.

B. District Committee

The District Committee is that body elected by the District Conference to carry on the administrative affairs of the District in an orderly manner between District Conferences. All actions of the District Committee must be reported to and approved by the District Conference except where specifically provided for in these Standard Operating Procedures or the UFMCC By-laws. If any action taken by the District committee is not approved, such rectification as is possible must be undertaken by the District Committee as soon as possible with the further approval of the District Conference.

The purpose of this study is to investigate the relationship between the variables X and Y. The study is based on a sample of 100 subjects, with a mean age of 25 years. The data was collected over a period of six months.

2. Methodology and Design

The research design is a cross-sectional study. The sample was selected using a random sampling method. The data was analyzed using statistical software.

3. Results and Discussion

The results of the study show a significant positive correlation between X and Y. This finding is consistent with previous research in this area.

The French Revolution was a period of radical change in France.

The French Revolution was a period of radical change in France. It was a time of great upheaval and transformation. The revolution led to the end of the monarchy and the establishment of a republic.

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4. Conclusion

The French Revolution was a period of radical change in France. It was a time of great upheaval and transformation. The revolution led to the end of the monarchy and the establishment of a republic. The revolution was a key event in the history of France and the world.

1. Members

The officers of the District shall be the District Committee and shall consist of District Coordinator, Assistant District Coordinator, District Clerk, District Treasurer, District Lay Representative, and District Clergy Representative.

a. District Coordinator

- (1) The District Coordinator shall be elected to a four year term at the autumn District Conference in odd numbered years.
- (2) The duties of the District Coordinator shall be to: (a) provide spiritual direction and guidance, (b) act as Moderator at all District Conferences and meetings, (c) represent the District as a member of the the UFMCC General Council, (d) represent the General Council within the District, (d) coordinate and administer the work of the District in achieving its purposes, and (e) assure, with the approval of the District Committee, that every church within the District is supplied with pastoral leadership. It shall be the right and duty of the District Coordinator, or any representative whom the District Coordinator may delegate, to visit all churches within the District at least once a year. The District Coordinator shall also serve as the chair of the District Committee.
- (3) To enable an orderly transfer of leadership/resources, the outgoing District Coordinator will meet at least once within the first month of the new District Coordinator's term for transference of records and training at the District expense.

b. Assistant District Coordinator

- (1) An Assistant District Coordinator shall be elected to a two year term at the autumn District Conference in odd numbered years.
- (2) The Assistant District Coordinator assumes the chair at meetings of the District Conference or District Committee in the absence of the District Coordinator or at the District Coordinator's request. The Assistant District Coordinator shall perform other duties as deemed appropriate by the District Coordinator and/or the District Committee.

c. District Clerk

- (1) The District Clerk shall be elected to a two year term at the autumn District Conference in even numbered years.
- (2) The District Clerk shall be responsible for: (a) the recording and expeditious distribution of the minutes of the District business meetings to all voting members of the previous District Conference, including the District Committee and the Church Leadership Committee meetings (confidentiality applies only to discussion, not decision or actions), (b) for maintaining current lists of district committees and mailing lists, and (c) for keeping orderly files of District records and pertinent materials including District statistical information.
- (3) The District Clerk shall also be responsible for correspondence and other duties as deemed appropriate when mandated by the District Coordinator or the District Committee.

d. District Treasurer

- (1) The District Treasurer shall be elected to a two year term at the autumn District Conference in even numbered years.
- (2) The District Treasurer shall be responsible for: (a) the receipt and safekeeping of all funds of the District, (b) the disbursing of funds as directed by the District Committee and in accordance with the budget adopted by the District Conference, (c) the keeping of accurate books of all accounts payable and accounts receivable, (d) the preparation of a monthly statement report which shall be sent to the District Coordinator and filed in the district records, and (e) the preparation of a quarterly statement report which shall be sent to members of the District Committee, to all district congregations through the clergy and lay delegates, and to the General Council. The District Treasurer shall present a financial report at each District Conference.

e. District Lay Representative

- (1) The Lay Representative of the District shall be elected for a two year term by the lay delegates present at the autumn District Conference in odd numbered years and confirmed by the Conference floor. A separate election for the Alternate Lay

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Representative will then be held at the same conference and confirmed by the Conference floor.

- (2) The District Lay Representative shall serve as the elected lay representative to the UFMCC Commission on Laity. The responsibilities of the Lay Representative shall include (a) educating and informing the laity on the function and activities of lay persons within this District by speaking/preaching, visiting, distributing printed materials, (b) acting as an advocate for the interests of the District's laity, and (c) serving as a member of the District Committee.

f. Clergy Representative

- (1) The Clergy Representative of the District shall be elected for a two year term by the clergy present at the autumn District Conference in even numbered years and confirmed by the Conference floor. A separate election for the Alternate Clergy Representative will then be held at the same conference and confirmed by the Conference floor.
- (2) The duties of the Clergy Representative will be to act as an advocate for the interests of the clergy in the district and to serve on the District Committee .

2. Responsibilities

The District Committee shall carry out the following responsibilities:

- a. propose a budget to the District Conference each year (autumn) and implement such a budget effective January 1 subsequent to when adopted;
- b. establish a procedure for formulating and distributing a tentative agenda to be mailed to all delegates, District Officers, and congregations at least thirty (30) days prior to the Conference;
- c. establish and make appointments to District committees and task forces;
- d. carry out the directives of the District Conference and of the General Conference as appropriate;
- e. act upon petitions for commissioning and chartering based upon the recommendations by the Church Leadership Committee according to the procedures established by the District Conference;

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- f. foster growth and development of new works within the District.
- g. name the Board(s) of Trustees of any property acquired by the District,
- h. perform other duties as specified in the UFMCC By-laws, the District Standard Operating Procedures, and/or the District Church Status Standards, and

C. District Liaisons

- 1. One District Liaison will be appointed by the District Coordinator (approved by the District Committee) for every five (5) congregations in the district.
- 2. The duties of the District Liaisons are: (a) facilitation of unity among the congregations, (b) representation of the District in local congregational matters, (c) front-line intercession, and (d) representation of local congregational matters to the District Committee.
- 3. The District Liaisons are ex-officio members of the District Committee.

D. District Representatives to UFMCC Boards, Commissions, Committees, and Institutions

- 1. General Council
 - a. The District Coordinator shall represent the District on the General Council of UFMCC as specified in the UFMCC By-laws. (Article V D 3)
 - b. The election and responsibilities of the District Coordinator are as specified in the District Standard Operating Procedures. (Article V B 1 a)
- 2. Commission on the Laity
 - a. The District Lay Representative shall represent the District on the Commission on the Laity as specified in the UFMCC By-laws. (Article V C 3 b (4))
 - b. The election and responsibilities are as specified in the District Standard Operating Procedures. (Article V B 1 e)
- 3. UFMCC Commission of Faith, Fellowship, and Order
 - a. The District shall elect one Lay and one Clergy Representative to the UFMCC Commission of Faith, Fellowship, and Order, and their alternates, for two

year terms at the District Conference business meeting immediately following General Conference.

- b. Representatives shall attend Commission meetings whenever possible, present FFO Workshops at District meetings when workshops are available, and serve this District as required by the Commission.

4. Third World Ministries.

- a. The District shall elect a Third World Ministries Representative and an alternate for two year terms at the District Conference business meeting immediately following General Conference.
- b. The Representative shall attend meetings whenever possible, share information with the District and provide workshops when available to the District.

5. Elders Nominating Committee.

- a. The District shall elect one Lay and one Clergy Representative to the Elders Nominating Committee, and their alternates, at the business meeting immediately prior to General Conference for terms expiring at the end of the election of the Elders.
- b. Prior to General Conference, these Representatives shall collect input from District congregations on possible nominees for the Board of Elders.

- E. All District Committee members, District Representatives, and appointed or elected staff must be members in good standing of local church bodies within the District during their term of office. The discipline of these positions shall be in accordance with the provisions of the UFMCC By-laws. (Article V C 2 c)
- F. No District officer or representative may hold more than one District position at any one time.
- G. All District Committee Officers shall submit written reports on the fulfillment of their duties which will be included in the conference packets.
- H. Vacancies
 - 1. If a vacancy occurs in the office of District Coordinator, the Assistant District Coordinator will serve as Acting District Coordinator until the next District Conference at which time an election shall be held to fill the unexpired term.

1. The first of the three fundamental principles of the theory of the origin of the universe is that the universe is eternal and unchanging.

2. The second principle is that the universe is homogeneous and isotropic, meaning that it has the same properties in all directions and at all locations.

3. The third principle is that the universe is expanding, meaning that the distance between galaxies is increasing over time.

4. The fourth principle is that the universe is finite, meaning that it has a limited volume and mass.

5. The fifth principle is that the universe is dynamic, meaning that it is constantly changing and evolving.

6. The sixth principle is that the universe is complex, meaning that it contains a wide variety of structures and phenomena.

7. The seventh principle is that the universe is mysterious, meaning that there are many aspects of it that are still unknown and unexplained.

8. The eighth principle is that the universe is beautiful, meaning that it is a source of wonder and awe for many people.

9. The ninth principle is that the universe is important, meaning that it is a central part of our lives and our culture.

10. The tenth principle is that the universe is precious, meaning that it is a gift that we should cherish and protect.

11. The eleventh principle is that the universe is infinite, meaning that it has no boundaries and no end.

12. The twelfth principle is that the universe is eternal, meaning that it has existed for all time and will continue to exist forever.

13. The thirteenth principle is that the universe is unchanging, meaning that it is a constant and does not change over time.

2. If a vacancy occurs in the office of Assistant District Coordinator, the District Committee shall appoint an interim Assistant District Coordinator to serve until the next District Conference at which time an election shall be held to fill the unexpired term.
3. If a vacancy occurs in the office of District Clerk, the District Committee shall appoint an interim District Clerk to serve until the next regularly scheduled District Conference at which time a person shall be elected to fill the remainder of the regular term of office.
4. If a vacancy occurs in the office of District Treasurer, the District Committee shall appoint a person to fill the vacancy until the next regularly scheduled District Conference at which time a person shall be elected to fill the remainder of the regular term of office.
5. If a vacancy occurs in the office of District Lay Representative, District Clergy Representative, District FFO Representative, or District Third World Ministries Representative, the person who is the alternate representative shall fill the remainder of the term. An alternate representative will be elected at the next District Conference. Should both the position of representative and alternate be vacant, the District Committee shall appoint a representative. The appointment shall stand until the next District Conference.
6. If a vacancy occurs in the position of Representative to the Elders Nominating Committee, Alternate Lay/Clergy Representatives shall fill the remainder of the term.

ARTICLE VI. MEETINGS

- A. The District Conference shall be held twice a year, one in the spring and one in the autumn, dates to be set at least 18 months in advance. The spring conference may be primarily for fellowship and spiritual renewal; the autumn conference shall also include elections and business.
- B. The place of the spring conference shall be determined at the previous spring conference. The place of the autumn conference shall be determined at the previous autumn conference.
- C. Special District Conferences may be called as specified in the By-laws of UFMCC (Article IX B). The call of such a conference shall specify the date and place of the meeting and the subject(s) to be considered. It shall be the responsibility of the District Clerk to provide thirty (30) days written notice of such a call to all voting members of the District Conference. Only business specified in the call of the meeting shall be considered.

1. The first thing I noticed when I stepped out of the plane was the fresh air. It felt like I had been in a bubble for the last few days. The sun was shining brightly, and the birds were singing. It was a beautiful sight.

2. I had heard that the weather was perfect, and now I knew it was true. The temperature was just what I needed. I had been in the city for a long time, and I was tired of the pollution and the noise. This was a relief.

3. The view from the plane was amazing. I could see the whole country from above. It was so beautiful. I had never seen it like this before. The colors were so vibrant, and the landscape was so diverse. It was a truly breathtaking experience.

4. I had heard that the food was great, and now I knew it was true. The chef had prepared a special meal for me. It was delicious. I had never tasted anything like this before. The flavors were so unique, and the presentation was so beautiful. It was a truly memorable meal.

5. I had heard that the service was excellent, and now I knew it was true. The staff was so friendly and helpful. They had everything I needed. I was so lucky to have them. The service was so good, and the food was so great. It was a truly wonderful experience.

6. I had heard that the location was perfect, and now I knew it was true. The hotel was so beautiful. It was in a great location. I had never seen anything like this before. The architecture was so unique, and the views were so beautiful. It was a truly amazing experience.

7. I had heard that the people were friendly, and now I knew it was true. The locals were so nice. They had everything I needed. I was so lucky to have them. The people were so friendly, and the service was so good. It was a truly wonderful experience.

8. I had heard that the food was great, and now I knew it was true. The chef had prepared a special meal for me. It was delicious. I had never tasted anything like this before. The flavors were so unique, and the presentation was so beautiful. It was a truly memorable meal.

9. I had heard that the service was excellent, and now I knew it was true. The staff was so friendly and helpful. They had everything I needed. I was so lucky to have them. The service was so good, and the food was so great. It was a truly wonderful experience.

- D. A quorum shall consist of no less than fifty-five (55) percent of all eligible clergy and fifty-five (55) percent of all eligible lay delegates of the District. An eligible lay delegate is a person from a church whose District and UFMCC tithes, that are due by the 10th of the month preceding the Conference, have been received by the respective District treasurer and the UFMCC treasurer, postmarked by the 10th of that month. Exceptions can be made by the District Conference on a good faith effort.
- E. The program and tentative agenda for all District Conferences must be approved and distributed by the District Committee 30 days prior to the conference. (GLAD SOP'S Article V B 2)
- F. Rules of procedure at a District Conference business meeting shall be those of the most recent General Conference of UFMCC. It shall be the prerogative of the moderator, unless overruled by a majority vote of the eligible voting delegates, to permit persons to speak to an issue even if they are not elected representatives of the District church bodies or UFMCC clergy affiliated with the District.
- G. The District Coordinator shall have the responsibility of providing reasonable opportunity for the introduction of new business from the floor except at a Special District Conference.
- H. The proposed budget of the District must be distributed by the District Committee not less than thirty (30) days prior to the date of the District Conference.
- I. All UFMCC clergy who are members of local church bodies in the District shall be entitled to speak and to vote. Each church shall be entitled to the number of voting delegates according to the By-laws of UFMCC (Article V B 4) and the District Coordinator shall have voice and vote in his/her respective house.
- J. Lay members of UFMCC shall be eligible for election to any office of the District for which they are qualified, in accordance with the UFMCC By-laws (Article V C 3) and District Standard Operating Procedures.
- K. The costs of a District Conference shall be borne by the District which may recoup any or all of these costs through a registration fee. The District will be responsible for paying the portion of registration costs, housing, transportation, and per diem of its District Committee members which are not the prior responsibility of a local church body. This will be put into effect gradually with the District being responsible in the Fall of 1986, for registration and transportation costs of the District Committee members. In the Spring of 1987, the District will pay registration, transportation, and housing costs. In the Fall of 1987, the District will pay the

registration, transportation, housing and per diem costs of its District Committee members.

- L. With the exception of the Sunday worship service, all offerings shall be collected immediately by the District Treasurer and shall be considered District funds. Profits realized through the sales of books and/or items by any congregation belong to the congregation offering the item(s).
- M. All conference materials, agendas, budgets, reports, etc., shall be mailed to all non-voting conference registrants who register fourteen days prior to the conference. Voting delegates will receive their packets thirty (30) days in advance. District newsletters and Treasurer's reports are not included in conference materials. These items are to be photocopied by the lay representative and made available to each member of their local congregation upon receipt (monthly and quarterly respectively).

ARTICLE VII. FINANCES

- A. Each congregation is required to contribute to the District, on a monthly basis, a minimum of five (5) percent of all collected funds, except recognized designated funds in accordance with the UFMCC By-laws (Article X B) by the 10th of each month. These monies will be used by the District to help expand Christian outreach and defray District administrative costs.
- B. When conducting official District business; housing costs, per diem, and travel costs of the District Coordinator, the Assistant District Coordinator, or other persons officially representing the District shall be paid on the basis of either actual cost of plane, train, bus, or mileage at the current IRS business mileage rate or that reasonable amount approved through the budgeting process of the District. Such costs shall be reimbursed only if approved in advance by the District Conference, the District Committee, or by the District Coordinator.

ARTICLE VIII. MISCELLANEOUS

- A. Permanent District files shall be maintained in the custody of the District Coordinator and the District Clerk.
- B. The District Coordinator shall appoint a Parliamentarian for each District business session.
- C. It is the policy of this District, whenever possible, to maintain a parity of clergy and laity, with geographic representation, inclusive of differently abled, race and gender on committees, task forces, and working groups.
- D. Neither the District Coordinator office nor local chartered church offices may be in private homes. No local church

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address may be a private home.

- E. Monthly statistical reports shall be submitted to the District Treasurer by the 10th of each month.

ARTICLE IX. APPROVAL AND AMMENDMENTS OF THESE POWERS

- A. These Standard Operating Procedures shall come into effect when they are adopted by the District Conference on an interim basis and finalized when ratified by the General Council. Two-thirds of the voting clergy and two-thirds of the voting laity shall be necessary to adopt these Standard Operating Procedures.
- B. These Standard Operating Procedures may be amended or repealed on an article-by-article basis at any duly convened meeting of the District Conference. They shall be proposed in writing and distributed to all voting delegates at least thirty (30) days prior to the District Conference by any District Officer, any UFMCC credentialed clergy, any lay delegate, or the Board of any local church group. To be adopted, any amendment or change to these procedures must be approved by two-thirds of the voting clergy and two-thrds of the voting laity. Amendments become effective when ratified by the General Council.

United States Government

Department of the Interior
Bureau of Land Management

Washington, D.C. 20250

TO: [Name]
FROM: [Name]
SUBJECT: [Subject]

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CHURCH STATUS STANDARDS AND PROCEDURES

GULF LOWER ATLANTIC DISTRICT

OF THE UNIVERSAL FELLOWSHIP OF METROPOLITAN COMMUNITY CHURCHES

I. OBJECTIVE

Under the church status standards established by the Universal Fellowship of Metropolitan Community Church By-Laws (hereinafter called "UFMCC"), the Gulf Lower Atlantic District (hereinafter called "the District") sets the following standards and procedures for the commissioning of churches, the chartering of churches, and the admission of new works.

II. VOTING CHURCH BODIES

A. Chartered Churches

Chartered churches must meet the requirements set forth in the UFMCC By-Laws (Article VI B 2) and additional requirements set by the District.

1. These churches must have a stable membership which demonstrates:
 - a. a pledged commitment to uphold the Statement of Faith and the By-Laws of UFMCC,
 - b. a willingness and ability to support a full-time Pastor,
 - c. a willingness to provide to the limit of its ability for the expenses of its Pastor and lay delegate(s) to District and General Conferences,
 - d. plans (list of stated goals) for continuing work and growth in the areas of worship, congregational care, evangelism, education, stewardship, care of pastor, and mission.
2. These churches must also be able to pay or provide the following:
 - a. At least 10% of its offerings to UFMCC and at least 5% of its offerings to the District, except recognized designated funds in accordance with the UFMCC By-Laws (Article X B), by the 10th of each month.
 - b. In a pastoral contract:
 - (1) a package of at least the equivalent of \$231 per week (52 weeks), which shall be deemed full-time compensation;
 - (2) expenses for at least one clergy conference per year; and

THE EFFECTS OF THE 1960S

THE 1960S IN THE UNITED STATES

THE 1960S IN THE UNITED STATES: A SUMMARY

The 1960s were a decade of significant change in the United States. The decade began with the assassination of President John F. Kennedy in 1961, followed by the election of John F. Kennedy's Vice President, Lyndon B. Johnson, in 1963. Johnson's administration was marked by the Vietnam War, the Civil Rights Movement, and the space race.

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- (3) health insurance.
- (4) The church office is to be provided outside the pastor's home.
- (5) The Pastor's contract is to be presented to the congregation, accepted by both parties, and submitted in the packet for charter church status.
- (6) The Pastor's contract is to include two days a week off each week, at least four weeks for vacation and consideration of some weekends off on a regular basis. Sick leave is to be determined by both parties.
- (7) Goals for the care of the pastor are to be included in the contract.

- c. Church facility expenses (office and phone included),
- d. Expenses to support the mission of the church as stated in the seven-fold goals of the church (worship, congregational care, evangelism, education, stewardship, care of pastor, and mission).
- e. Full and reasonable expenses to conferences for the Pastor(s) and delegate(s).

- 3. The Pastor of a Chartered Church must be UFMCC credentialed clergy or be in serious pursuit (registered with the CCCC, taking courses and exams, and complying with the credentialing process of UFMCC). Exceptions will be determined by the District Committee. (District Standard Operating Procedures, Article IV B 3)

B. Commissioned Churches

Commissioned churches must meet the requirements set forth in the UFMCC By-Laws (Article 6 B 1) and additional requirements set by the District.

- 1. These churches must show a pledged commitment to:
 - a. uphold the Statement of Faith and the By-Laws of UFMCC,
 - b. actively support the work of the church over the next year,
 - c. provide adequate financial support to carry out the work of the church over the next year,
 - d. insure that those people signing the petition have a record of attendance at organizational meetings.

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5. The fifth of the three main points is that the Government has failed to provide a satisfactory answer to the question of the future of the Channel Islands.

2. These churches must also be able to pay or provide the following:

- a. At least 10% of offerings to UFMCC and at least 5% of offerings to the District, except recognized designated funds in accordance with the UFMCC By-Laws (Article X B), by the 10th of each month.
- b. In a pastoral contract:
 - (1) a package of at least \$5.77 per contracted hour (Note: credentialed UFMCC clergy must be contracted for at least 12 hours per week to maintain their credentials),
 - (2) expenses for at least one clergy (or training) conference per year,
 - (3) health insurance,
 - (4) phone expenses (base costs and church long distance) and additional expenses for space when the office is in the pastor's home. (Note: Offices in homes are not encouraged for three reasons: Security of the pastor's home, security of church records, and the increased potential for career burn-out),
 - (5) other feasible expense items (car allowance, etc.).
- c. Church facility expenses.
- d. Expenses to support the mission of the church as stated in the seven-fold goals of the church (worship, congregational care, evangelism, education, stewardship, care of pastor, and mission).
- e. Full and reasonable expenses to conferences for the Pastor(s) and delegate(s).
- f. Any exceptions may be made by the District Committee and approved by the District Conference.

III. SPECIAL MINISTRIES

Special ministries indicated by extraordinary circumstances may be created and directly supervised by the District Committee.

IV. PARISH EXTENSIONS

A. Parish Extensions shall be established by the District Committee when:

- 1. There is some interest in forming a congregation in the community where the congregation is to be based.
- 2. There is an established Metropolitan Community Church that will serve as a Parish, providing

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guidance and fellowship to the new group to become a congregation, and a Fellowship church. The District Committee shall be the final accountable authority.

3. There is some indigenous leadership ready to deal with such issues as worship space, time, commitment, and financial affairs.
- B. When a Parish Extension has been authorized by the District Committee, the District Coordinator shall appoint a person as Parish Extension Leader with agreement of the senior Pastor of the Parish and the Parish Extension with approval of appointment by the District Committee.
1. The Pastor shall be responsible for reporting monthly to the District Coordinator and at regular meetings of the District Committee.
 2. The Pastor shall be responsible for seeing that at least 10% of all offerings shall be remitted to the Fellowship as an undesignated offering, and that at least 5% of all offerings shall be remitted to the District as an undesignated offering, seeing that accurate financial and attendance statistics are maintained and reported to the District Committee and the District Coordinator.
 3. The Parish Extension Leader:
 - a. must receive one-half the weekly offering up to \$70 per week,
 - b. shall ensure a minimum of one weekly church service on Sunday,
 - c. shall be provided reasonable telephone and operating expenses.
 4. Any person seeking to serve in the office of Student Clergy or Deacon must be recommended by the Parish Extension Leader and must apply for appropriate supervision to the Pastor of the Parish Church.. If the Parish church does not have Fellowship credentialed clergy in pastoral leadership, the applicant may apply to the District for supervision. A suitable advisor will be found for admissable candidates.
 5. Each Parish Extension shall have one lay observer for every one hundred members in good standing or portion thereof. The lay observer will be seated in the Lay House at District Conferences and will have no vote.
 6. Membership in the Parish Extension shall lie in the sponsoring parish.

V. PRE-EXISTING WORKS

Pre-existing works applying for Commissioned Church status shall meet the requirements as specified in the District Church Status Standards.

VI. PROCEDURES

- A. These standards and procedures shall take effect upon adoption and shall be incorporated at the local church level immediately. Each existing Voting Church Body must make application for the appropriate church status by January 1st, 1987.
- B. Initial application for church status is to include verification of the fulfillment of the requirements as specified in these standards, respective to appropriate church status. Items to include in the application are:
 - 1. The history of the local church body.
 - 2. A petition of support of the Statement of Faith and the By-laws of UFMCC and stated goals for continuing work and growth in the areas of worship, congregational care, evangelism, education, stewardship, care of pastor, and mission by active members of congregation.
 - 3. The current Pastoral contract.
 - 4. A complete financial statement, including assets, pledged tithes and offerings, and liabilities.
 - 5. The current fiscal budget.
 - 6. A membership growth chart.
 - 7. A chart of the average weekly attendance and weekly offerings per month from the previous year OR a copy of each monthly report from the previous year.
 - 8. A goals statement for each area of the seven-fold goals of the mission of the church (worship, congregational care, evangelism, education, stewardship, care of pastor, and mission).
 - 9. Names, addresses, telephone numbers of the church staff, student clergy, board members and deacons.
 - 10. A copy of the local by-laws or standard operating procedures.
- C. Six copies of each application are to be submitted to the District Committee by March 1 or September 1 for review.
- D. Church Status Review
 - 1. The church status of each original chartered church will be reviewed by the District Committee after one year while other chartered churches will be reviewed by the District Committee once every five years. The petition for review submitted by each chartered church should give evidence of continued fulfillment

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of specified requirements and further growth and progress in each area of the seven-fold goals of the mission of the church.

2. The church status of each commissioned church will be reviewed by the District Committee on an annual basis. The petition for review submitted by each commissioned church should give evidence of continued growth and progress toward charter status.
 3. The church status of each Parish Extension will be reviewed by the District Committee on an annual basis. The petition for review submitted by each Parish Extension should give evidence of continued growth and progress toward commission status.
 4. In the initial church status application, each church body may designate the District Conference (Spring or Fall) during which it wishes to have its status reviewed. If a church does not designate a preference for future review dates, the District Committee will assign such.
- E. In the event of a previously Chartered Church applying for Charter under the new 1985 By-Laws, the District Committee, if approving the Charter under these standards and procedures, will recommend that the congregation hold their charter from the original date of charter.

